

### **PRINCIPAL ECONOMIC DEVELOPMENT SPECIALIST**

**DEFINITION:** Under general direction, performs work of considerable difficulty in overseeing and performing a full range of economic development activities and programs of significant complexity; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Oversees and manages project development efforts; prepares project goals, objectives, budget and schedule; coordinates or obtains required site clearances and project funding; requests and negotiates for professional services; negotiates commercial leases in compliance with applicable laws and processes; administers and controls professional services, contracts and construction activities, reviewing progress and processing payment requests.

Reviews, revises and negotiates contracts, leases, professional service contracts and agreements; reviews and prepares business plans and financial projections for clients applying for business related loans; reviews and prepares grant applications; presents plans and applications to appropriate oversight committees; oversees and administers contracts and funds for approved projects.

Develops, presents and coordinates economic development strategies and programs; evaluates programs to ensure conformity with applicable laws and regulations; promotes Navajo Nation economic development programs and provides technical advice and training; prepares and submits a variety of administrative and statistical reports.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of the principles and practices of public administration and economic/community development.

Knowledge of project and program planning, development and evaluation.

Knowledge of Navajo Nation economic and industrial resources and potential.

Knowledge of state laws, regulations, and guidelines governing all aspects of Nation operations.

Knowledge of economic and feasibility studies development.

Knowledge of grant, proposal and budget preparation and administration.

Knowledge of supervisory methods and techniques.

Skill in coordinating and prioritizing multiple tasks, projects, and program activities.

Skill in organizing, supervising, and reviewing the work of project personnel.

Skill in negotiating and administering contracts.

Skill in researching, analyzing and reporting data.

Skill in oral and written communications and presentations to a wide variety of audiences.

Skill in understanding and interpreting complex laws, rules, regulations, policies, and guidelines.

Skill in establishing cooperative work relationships with those contacted in the course of work.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves mainly general office environment with occasional site inspection of construction sites with potential exposure to a variety of weather conditions, moving equipment and machinery and other construction hazards. There is occasional need to stand, stoop, walk and perform similar actions during the course of the workday.

**PRINCIPAL ECONOMIC DEVELOPMENT SPECIALIST**

**MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in Business Administration, Economics or closely related field; and six (6) years of experience in economic development and management; two (2) years of lead or supervisory experience.

**PREFERRED QUALIFICATIONS:**

- A Master's degree in Business Administration, Economics or closely related field.
- Proficient in Microsoft Office software or other computer applications.

**SPECIAL REQUIREMENTS:**

- Possess a valid state driver's license.

**Supplemental Requirements:**

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.